

~~CONFIDENTIAL~~

16 March 1953

*Rec Mgt**5-1-2*

MEMORANDUM FOR: Assistant Deputy Director (Administration)

SUBJECT: Comparison of the [REDACTED] Warehouses
for Use as a Records Center

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1. In accordance with your request the following table indicates the comparative costs in using the existing government-owned [REDACTED] Warehouse or the [REDACTED] building which you have seen.

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<u>Cost Factors</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
Toilets	\$ 3,250	\$ 2,000
Drinking Fountains	450	450
Two 24 hr. guard posts	39,312	39,312
Fencing	1,185	3,668
Annual rental	6,000	28,500
Lighting (Interior)	15,600	0
Fire proofing	6,500	0
Office partitions	0	500
Total First Year	\$ 72,297	\$ 74,430
Cumulative Second Year	117,609	142,242
" Third Year	162,921	210,054
" Tenth Year	480,105	684,738

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2. Both situations have problems of lease which will have to be investigated through GSA. The [REDACTED] land probably should be purchased rather than leased, but this will have to be discussed with GSA and the owner. In the case of the [REDACTED] building, the existing lease would have to be renegotiated as not all of the property under the present lease would be required by CIA.

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3. The [REDACTED] building has the advantage of being fire proof construction, whereas the [REDACTED] does not have the same advantage as the roof is constructed entirely of wood. It does not appear to be feasible or economical to install a drop ceiling in the [REDACTED] building unless, of course, it were to be considered as a permanent location. It is my understanding that you would not consider [REDACTED] as permanent.

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4. [REDACTED] has the advantage of being convenient for personnel, security, and servicing of reference requests, whereas [REDACTED] does not have these advantages.

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5. CONCLUSION.--The Agency should maintain a superior type Records Center operation. This is essential from the standpoint of the sensitive nature of many of the records and also in the interest of efficient management. The [REDACTED] appears to be the best available building for the Center at this time, but is only temporarily suitable.

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6. ACTION RECOMMENDED.--It is recommended that:

a. The Deputy Director (Administration) reconsider the proposal contained in my memorandum of 29 December 1952 in view of the cost of renovation of the [REDACTED] building and if that is not feasible at this time, that;

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b. The Deputy Director approve the expenditure of approximately \$95,800 for the renovation of the [REDACTED] Building subject to renegotiation of lease of land from present owner. (Appendix B.)

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[REDACTED]
Chief, General Services

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APPENDICES: Appendix A - Staff Study to DD/A fr Chief, General Services dtd 29 Dec 1952, subj: Additional Space for Records Center.

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Appendix B - GSA Estimated Cost of Renovation - [REDACTED]

Appendix C - Ltr fr GSA dtd 21 April 1953.

CONCUR:

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[REDACTED]
Comptroller

10 June 1953
Date

[REDACTED]
Director of Security

10 Jun. 53
Date

FOIAb3b

ACTION BY APPROVING AUTHORITY:

Approved:

Date _____

WALTER REID WOLF
Deputy Director
(Administration)

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Security Information

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ORIGINAL DOCUMENT MISSING PAGE(S):

Appendix A ^{attachment} missing